Naphill and Walters Ash School
Kilnwood, Walters Ash, High Wycombe, Bucks, HP14 4UL
Headteacher: Elizabeth Wilson
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Application for Term Time Leave of Absence

All applications for term time leave will be viewed in line with the Attendance Policy of Naphill and Walters Ash School. The policy is available on the school's web site.

Parents do not have an automatic right to remove their child from school during term time for the purpose of a holiday and are strongly advised not to do so. Parents should be aware that if their child is absent for 10 school days they will miss 5% of their education during that academic year.

At Naphill and Walters Ash School holiday requests will be unauthorised unless there are exceptional circumstances and such requests must be put in writing to the school.

All requests for leave of absence will receive a written response. If authorised, the expected return date will be made clear and if your child fails to return on that date the Education Welfare Service will be contacted, unless the school has been informed of any delay.

If the permission to take leave is not granted and the pupil is absent, the absence will be **unauthorised**. In line with Section 444 of the Education Act, Local Authority Guidelines and agreed School Policy, the County Attendance Team may be informed. The County Attendance Team will decide whether to issue a Fixed Penalty Notice.

Name of pupil _____ Class _____

Proposed dates of absence from _____ to _____ (no. of days incl) _____

Reason for absence (a separate sheet may be attached if necessary or continue overleaf)

I am also applying for term time absence for _____ who attends Naphill and Walters Ash School.

Signed _____ Date _____